



NOTICE OF POSITION VACANCY
NETWORK ADMINISTRATOR II
CHEYENNE, WYOMING
Job Announcement 2009-01
FULL TIME POSITION 1 YEAR + 1 DAY
(with potential of becoming permanent)

SALARY RANGE: \$45,125 - \$73,340, Depending on Qualifications
CLOSING DATE: Open until filled

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Network Administrator II. This position is full time for a year and a day with the possibility of becoming permanent.

The Clerk's Office for the United States District Court for the District of Wyoming provides administrative and technical support for three staffed locations: Cheyenne, Casper, and Mammoth Hot Springs, as well as an un-staffed Courthouse in Jackson. This position is based in the Cheyenne Office, and reports to the Systems Manager. The position provides support and maintenance of PC, LAN, and WAN hardware and software. This includes, but is not limited to, networks, tele-communications, courtroom technology and desktop systems within the court. This position provides technical support to judges, chambers staff, and the Clerk's Offices throughout Wyoming. Moderate physical effort may be involved in moving, connecting or troubleshooting equipment. Occasional travel is required.

Requirements: Candidates must be a U. S. citizen or eligible to work in the United States. Candidates must possess a minimum of five (5) years progressively responsible experience related to the technical aspects of systems analysis, implementation, integration, and management or possess a Bachelor's degree in a related field and three years specialized experience.

The successful candidate will have demonstrated technical knowledge and expertise in the areas of Novell, Microsoft and Linux Server Systems. Strong experience using Windows Server 2003/2008 is required. Experience with Cisco routers would be helpful. Candidates must also have a performance history that demonstrates strong organizational, prioritization and problem solving abilities. The successful candidate must possess the ability to communicate effectively both orally and in writing. Web design experience, including HTML and XML is desirable as is prior court experience. Previous help desk experience is a plus.

OTHER INFORMATION

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: 10 paid holidays annually, Paid annual and sick leave, Federal health, life, long-term care, disability, flexible spending program available, Retirement benefits, Thrift Savings Plan - including investment options and matching benefits. Credit for prior federal government service

***Salary commensurate with qualifications and promotional opportunities**

To Apply:

Candidates must submit a resume, including a list of references, and cover letter which addresses the applicants qualifications, skills and experience necessary to perform the job. The resume, references and cover letter should be marked **CONFIDENTIAL** in a sealed envelope and mailed to:

U.S. District Court
Attn: Chief Deputy
2120 Capitol Avenue, Room 2131
Cheyenne, WY 82001

or by email to: hr@wyd.uscourts.gov

* * * EQUAL OPPORTUNITY EMPLOYER * * *